# Cost Sharing Quick Reference Guide

Cost Sharing data allows Nursing Facility (NF) providers to see what Resource Utilization Group (RUG) level is assigned to the member, the member's applied income for various date spans, as well as the number of days that have been paid for a given month. This lets the NF biller know if claims need to be resubmitted due to RUG changes that span across previously billed dates of service, or if claims processed prior to any RUG or applied income changes will be adjusted.

1. From the Superior website, hover over the **FOR PROVIDERS** tab at the top of the page and select **Secure Portal Login** in the drop down menu.

2. At the bottom of the page, select the blue **login/register** button.
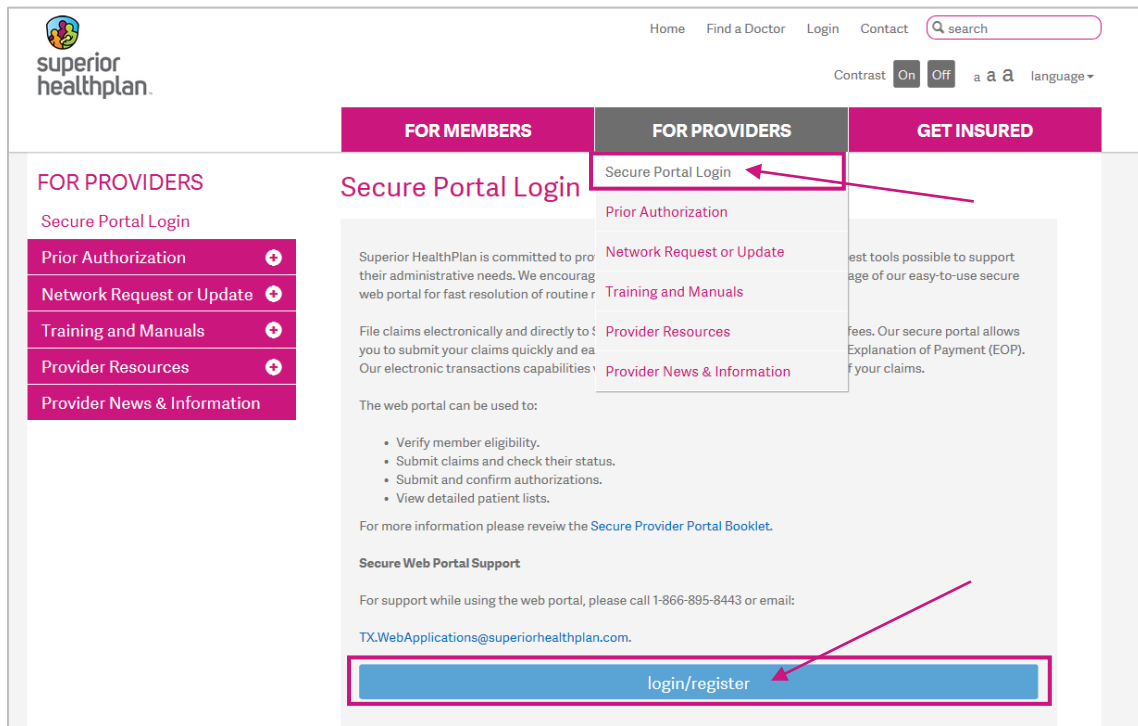
3. Once the following page loads, log into the Secure Provider Portal with your **User Name (Email)** and **Password**.
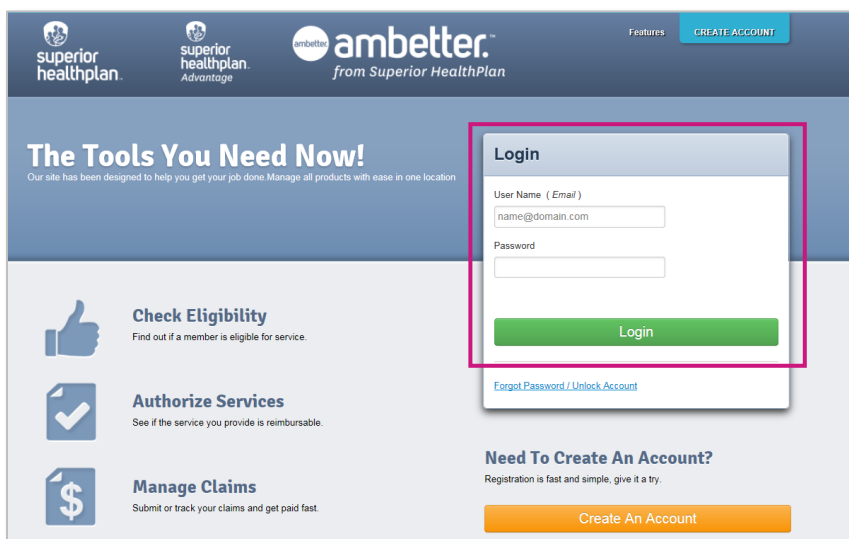
4. Under the **Quick Eligibility Check** section, input the **Member ID** or **Last Name** and the member's **Birthdate** and click the green **Check Eligibility** button to start the search.
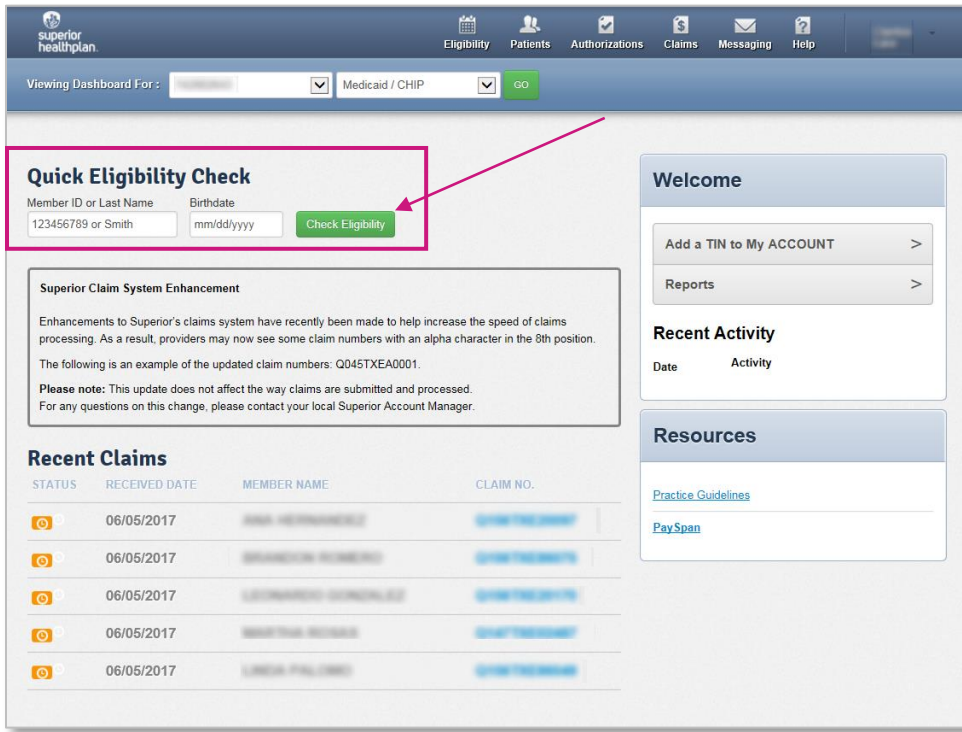
5. As the results load, click on the patient's name.
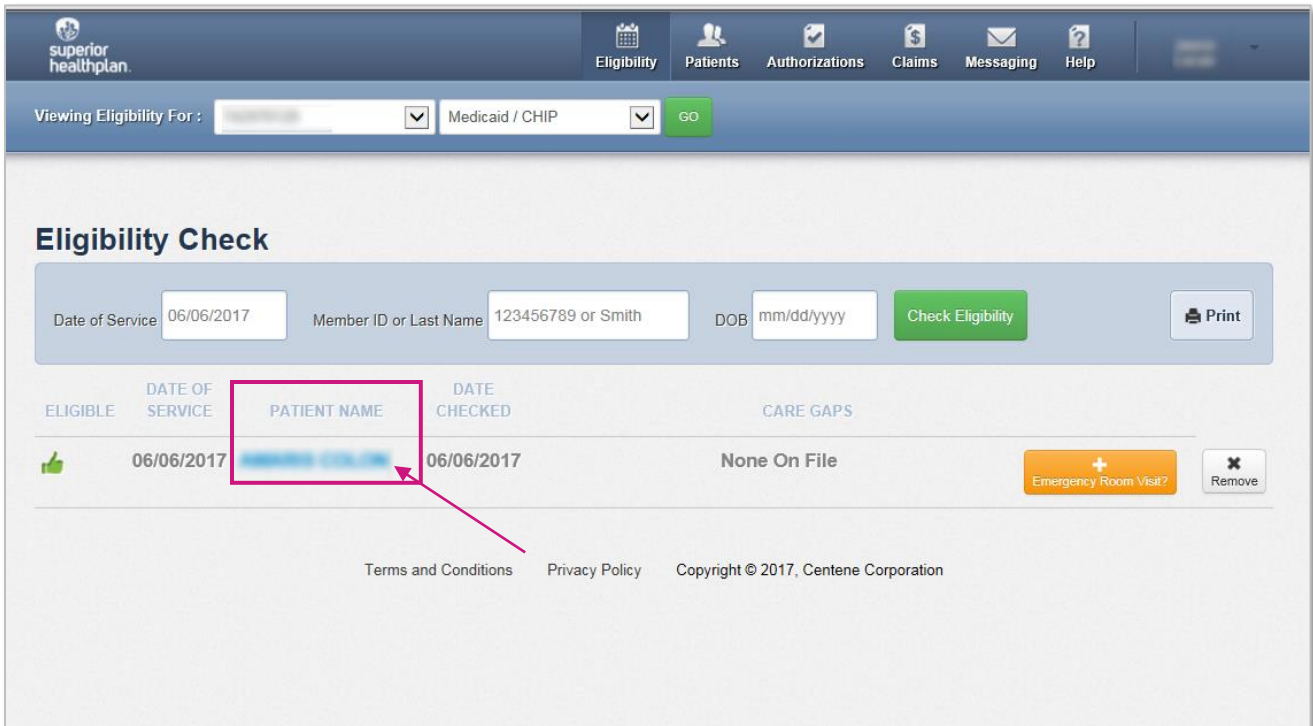
6. The patient's record will load with a list of options on the left side of the page. Select the **Cost Sharing** tab to view the **Cost Sharing Summary** including **Income/Co-Payment (Applied Income)** and **Monthly Units**.

7. If the patient selected does not have any NF information listed in their record, the provider will see the screen shown below.